



Manager's Report

for Council Meeting August 12, 2003

FINANCE

Listed below are new businesses licensed during this period:

A Foggy Word
All the Little Children of the World
Allstate Insurance Company
Arbor Estate Sales
Bible Factory Outlet
Catocin Mortgage LLC
Certified Driver Improvement Clinic LLC
D and D Air Conditioning and Heating
Danya Computer Services Inc
Divine Order
Dulles Executive Service
Furniture & Floors USA LLC (new owner)
Heavenly Designs
Huberspace
Imagine That! A Pottery Playhouse
Institute For Family Centered Services
LynneAnn's Soap
M W Services
MedTalk
Puccio's NY Deli
Van Electric Inc
Van Metre Management Co
Zen Silk LLC

HUMAN RESOURCES

New Hires and Terminations for the Period July 19 through August 8, 2003

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Linda DeFranco	Planning and Zoning Assistant	Planning and Zoning
Dale Depoy	Police Officer	Police
Celso Pajuelo	Parking Booth Attendant	Finance

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Clarence Meredith	Communications Technician I	Police
Stephanie Boylan	Administrative Associate I	Utility Lines

<u>Terminations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING, ZONING & DEVELOPMENT**ZONING DIVISION:****Zoning Permits Issued Residential**

Edwards Landing House Type Change-SFD @ \$150,000, 1 SFD @ \$150,000
Kincaid Forest SFA @ \$85,000
Stratford 4 SFA @ \$75,000
Potomac Crossing 8 SFA @ \$55,000, 3 SFD @ \$105,000
229 S. King ST SFD @ \$180,000

Zoning Permits Issued Commercial

61 Catoctin Circle Cir. NE tent/temp. sales @ \$500.00
847-C Trailview Blvd. SE Warehouse/commercial @ \$480,000
847-D Trailview Blvd. SE Warehouse/commercial @ \$346,000
803 Santmyer RD tenant fit-up commercial @ \$10,000
241 Fort Evans Road NE #329-337 commercial-tenant fit up Leesburg Corner @ \$50.00

Occupancy Permits Issued Residential

Edwards Landing 8 SFD
Stowers 3 SFD
Potomac Crossing 3 SFD
Kincaid Forest 2 SFD
Stratford 4 SFD
Potomac Station 2 SFD
Hamlets @ Leesburg 1 SFD

Occupancy Permits Commercial

525 B-C Market ST SE interior fit-in Bellwood Commons
750 Miller Drive # B-1 SE Commercial interior fit up
203 Harison ST SE Commercial Interior Fit up Market Station
215 Depot Ct SE Commercial Office McKinley Office Building

Special Exceptions

SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02 Leesburg Auto Finance Annex: Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was scheduled for July 3, 2003, but has been postponed to a future date (not specified) as the applicant continues to work with staff to resolve various issues.

SE 2003-03 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing is scheduled for September 4, 2003.

Rezoning

ZM 2002-01 ASE/Airport Commerce Park Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. Staff received revised plans on May 16, 2003. The plans are currently under review. The public hearing before the Planning Commission was held on July 17, 2003. On that date the Planning Commission recommended approval by a vote of 5-0-2. The Town Council public hearing is scheduled for August 12, 2003.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing is scheduled for September 4, 2003.

ZM 2003-02 Beauregard Overlook Concept Plan Amendment: The applicant Elite Investment & Management Group, Inc. is seeking to amend rezoning #ZM-73 and #ZM-102 by amending the Concept Plan to permit 43 single-family detached lots in a residential cluster on 14.99 acres (an increase of 18 lots over the 25 lots currently permitted) zoned R-4. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing is scheduled for September 4, 2003.

Zoning Ordinance Amendments

ZOAM 03-02 Modification of Buffer Yard Requirements: Zoning Ordinance amendments to Section 12.8.5 Modification of Screening and Buffer-Yard Requirements to authorize Council to modify screening and buffer-yard requirements as part of a special exception approval. At the post-public hearing meeting on July 3, 2003 the Planning Commission recommended against the proposed Zoning Ordinance amendments by a vote of 4-0-3. The Town Council public hearing is scheduled for August 12, 2003.

Board of Zoning Appeals Cases

BZA 03-04 Cardinal Industrial Park, Lot 7: Appeal of a Zoning Administrator's determination that Buhl Electric was operating a contractor's office and storage yard without required Town approvals. On August 4, 2003 the Board of Zoning Appeals upheld the Zoning Administrator's determination by a vote of 3-0-2. There are no cases scheduled for the September BZA meeting.

PLANNING DIVISION:

MANAGER'S REPORT
DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY*

* Does not include Division assignments other than plan review

PLANS REVIEWED DURING THE PERIOD OF JULY 16, 2003-AUGUST 5, 2003

Project Name	Project Type	Submission Number	Proposal Description
Kincaid Forest, Section 4C	Easement Plat/Deed	1 st	Creation of missing easement
Potomac Crossing, Section 2E, Parcel A	Easement Plat	1 st	Various easement revisions
Edwards Landing Recreation Center	Revision to Approved Development Plan	3 rd	
Leesburg Gateway Condominiums	Easement Plat	2 nd	Various easement revisions
Edwards Landing, Phase 4	Revision to Approved Construction Drawings	1 st	Grading revisions using surplus cut to create berms
Leesburg Square Shopping Center	Sketch	1 st	Construction of a building addition
Simpson Middle School Extension of Public Water Service Line	Capital Improvement Project	1 st	
Patriot Office Park	Preliminary/Final Development Plan	2 nd	
Mobil Service Station @ Battlefield Shopping Center	Special Exception	1 st	Information referral
Edwards Landing, Phase 4	Revision to Approved Construction Drawings	2 nd	Grading revisions using surplus cut to create berms
Edwards Landing, Battlefield Parkway, Phase 2	Revision to Approved Construction Drawings	1 st	Minor grading revisions and replacing handrail with split rail fence
Loudoun Motor Sports	Sketch	1 st	Related to special exception application
Edwards Landing, Phase 1	Revision to Approved Construction Drawings	1 st	Grading revisions using surplus cut to create berms

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF JULY 16, 2003-AUGUST 5, 2003

Project Name	Project Type	Submission Number	Proposal Description
Parker Subdivision, Lots 28-31	Minor Subdivision Plat	2 nd	Creation of a two lot subdivision
Edwards Landing, Battlefield Parkway, Phase 2	Revision to Approved Construction Drawings	1 st	Minor grading revisions and replacing handrail with split rail fence
Harrison Street Improvements @ Andover Court	Capital Improvement Project	1 st	Revising alignment of public street width, curb and gutter
Java Joe's Coffee Kiosk	Sketch	1 st	
Stowers Public Improvements/Route 621	Final Development Plan	5 th	Various public road improvements related to construction of adjacent residential development

Dulles Motor Used Cars @ Parker Court	Request for Preliminary Final Development Plan Authorization	1 st	Used care dealership
Edwards Landing Recreation Center	Revision to Approved Development Plan	3 rd	
Leesburg Gateway Condominiums	Easement Plat	2 nd	Various easement revisions
Loudoun County High School Revisions to Parking Lot Lighting	No Adverse Impact Plan	2 nd	
Chevy Chase Bank @ Potomac Station Retail, Parcel B	Preliminary/Final Development Plan	2 nd	
Loudoun Motor Sports	Sketch	1 st	Related to special exception application
Edwards Landing, Phase 4	Revision to Approved Construction Drawings	2 nd	Grading revisions using surplus cut to create berms
Stratford Ryland, Landbay E (MF)	Final Development Plan	2 nd	
Leesburg Station Autowash	Revision to Approved Development Plan	1 st	Minor revisions to accommodate relocated power pole and realignment of entrance tunnel
South King Street Center at the Park	Preliminary Development Plan	2 nd	

WATER & SEWER ADMINISTRATION

During this time frame there were 48 Public Facility Permits issued totaling \$470,766.00, 53 work orders issued for meter sets, and 42 requests for occupancy inspection were issued.

Capital Projects Update

- Water Meter Conversion – to date, approximately 45% or 5,500 water meters have been converted to the Hexagram fixed based network and are producing reliable readings.
- Sewer System Improvements – Cardinal Park and Phase II projects have been completed. We are awaiting final invoice and contract close out.
- During this period, five plans were received for review within the service area, and one request was processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule.
- The final plans have been received for the Utility Lines Division (ULD) maintenance facility. Copies have been forwarded to reviewing agencies.
- Preliminary report for Woodlea Mini-Pressure Zone has been reviewed and comments sent to engineer. Final design is on its way.
- Preliminary report for extension of water to Leeland Heights has been received and is under review.
- Preliminary report for improvements to Western Pressure Zone Booster Station has been reviewed.
- Special Exception plats for WPCF and ULD maintenance buildings have been submitted to the Zoning Department. We are awaiting the notification of acceptance.
- Unaccounted water spreadsheets have been completed. The figure for FY03 stands at 13%, in comparison to 12% in FY02 and 14% in FY01, 13% in FY00 and 13% in FY99.

TOWN OF LEESBURG

Full-time vacancies as of July 18, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Town Mgr</i>	1	Asst to the Town Manager	7/1/03	√	√	√			
	1	Library Manager	6/16/03	√	√				
<i>Airport</i>	1	Airport Director	7/1/03	√	√				
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	√	√	<u>On hold*</u>			
<i>Eng & PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√				
<i>P&R</i>	1	Groundskeeper	7/14/03	√	√	√			
<i>P&Z</i>	1	Sr Planner (2 nd recruitment)	7/1/02	√	√				
	1	Sr Planner	7/1/02	√	√	√	√	<u>On hold*</u>	
	1	Planner	7/1/02	√	√	√	<u>Frozen**</u>		
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Communications Tech I	5/29/03	√	√				
	1	Communications Tech I	7/24/03	√	√				
<i><u>Util Admin</u></i>	1	Senior Engineer	7/1/02	<u>*On hold</u>					
<i>Util Lines</i>	1	Utility Maint. Worker III	7/1/03	√	√				
	1	Administrative Associate I	7/24/03	√	√				
<i>WPCF</i>	1	Asst Superintendent Ops	7/1/03	√	√	√			
	1	Utility Maint. Worker III	7/1/03	√	√	√	√		
<u>TOTAL</u>	19								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.